

# Bay Area Rapid Transit



***THE SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
HUMAN RESOURCES DEPARTMENT  
INVITES APPLICATIONS FOR***

## **HUMAN RESOURCES PROGRAM MANAGER**

**\$94,279.39 — \$146,135.27 annually**

# Bay Area Rapid Transit

**Posting Date: January 25, 2012  
Closing Date: Open Until Filled**

**An Equal Opportunity Employer - BART** is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

## THE POSITION

The San Francisco Bay Area Rapid Transit District (BART) is recruiting to fill a Human Resources Program Manager position within the Human Resources Department. This is one of two new positions to the Human Resources Department, and provides for a stronger strategic focus, greater flexibility in the use of staff, and enhanced opportunities to create synergies among HR programs. The challenge for the selected candidate will be to move the assigned programs beyond traditional silos, and to engage staff in framing their individual work goals more broadly. The Human Resources Department functions under constrained staffing numbers, which means that each individual has the opportunity to develop a wide range of skills. Accordingly, the Human Resources Program Managers will create the context in which this possibility becomes a reality.

The portfolio of this Human Resources Program Manager will be focused on Human Resources Information Systems and Benefits. This position will work alongside another Human Resources Program Manager position responsible for Staffing and Compensation, Performance and Learning, as well as administrative aspects of Departmental management. The two Human Resources Program Managers, together with senior staff and the Department Manager of Human Resources, will continue and expand the strategic and customer-focused orientation of the Department's Programs with the active participation of staff in conceiving and implementing initiatives. The two managers will share a primary accountability for the effective operation of processes associated with their areas, along with an expectation of creativity and resourcefulness in devising approaches that meet the District's evolving Human Resources Management needs.

## THE IDEAL CANDIDATE

The ideal candidate for this position will demonstrate, from prior professional experiences, thorough knowledge of, and the skill in overseeing, the operational characteristics, services and activities of a comprehensive human resources program, including human resources information systems (HRIS), employee services, and a California Public Employees' Retirement System (CalPERS) benefits program.

## MINIMUM QUALIFICATIONS

**Education:** A Bachelor's degree in human resources management, public administration, business administration or a closely related field from an accredited college or university.

**Experience:** Five (5) years of (full-time equivalent) verifiable professional human resources management experience, which must have included at least two (2) years of supervisory and administrative experience.

**Substitution:** Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

**Please Note:** Applicants with transcripts from outside the United States or its territories must have the transcripts evaluated by an academic accrediting service.

## SUPPLEMENTAL QUESTIONNAIRE

To be considered for the Human Resources Program Manager position, applicants must complete responses to the supplemental questionnaire. In order to fully evaluate applicants' qualifications for this position, we must obtain responses to this Supplemental Questionnaire, which will allow us to identify the most-qualified applicants in the selection process for this position. Clarity and completeness of answers are factors that may be considered in the evaluation process. Omitted information cannot be considered or assumed. Completion of this material is a required part of the selection process. Please do not respond to these questions by indicating "see resume." For more information about how to submit the supplemental questionnaire as part of your application package, please visit the Human Resources Program Manager job posting at BART's Careers Homepage at: [www.bart.gov/jobs](http://www.bart.gov/jobs).

Please describe any specific experience/professional accomplishments in Human Resources Management in the following areas:

1. Developing and facilitating system enhancements, as required
2. Data Management / Information Technology
3. Benefits management and administration. In your response, please indicate the extent of your experience in a CalPERS agency.



## ESSENTIAL JOB FUNCTIONS

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of one or more divisions within the Human Resources Department, which may include recruitment and selection, maintenance of personnel records; classification and compensation, performance and learning, human resources information systems and benefits program administration, and employee services.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Coordinates activities between departmental divisions to ensure efficiency and effectiveness of service departmental operations; monitors delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to assigned human resources services programs, policies and procedures as appropriate.
5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the Department's strategic and operational goals and objectives, and associated budget requirements; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
8. Directs the maintenance of centralized personnel records; ensures records are accurately updated and in compliance with mandated rules and regulations.
9. Interprets District policies and procedures for employees; explains programs and resolves issues.
10. Manages the work of contracted professional services in areas such as executive recruitment and classification and benefits program administration.
11. Serves as the liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of personnel services/human resources management.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **BENEFITS** (cont'd)

### **Retirement Programs**

- ❖ BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for 2% @ 55. BART reimburses employees for 100% of the employee contribution. Reciprocity with other public retirement systems is available.
- ❖ Deferred Compensation Plan (IRC 457) is offered.
- ❖ BART does not contribute to Social Security. However Medicare contributions are made. Also, in lieu of Social Security, BART contributes a maximum of \$1868.65 towards a Money Purchase Pension Plan (IRC 401a)

### **Medical Benefits—Choice of:**

- ❖ HMO & PPO through CalPERS with a monthly premium of \$89.55. You pay nothing extra for dependents

### **Dental Benefits**

- ❖ Principal Financial Group. \$2,000 per person per calendar year with no deductible. Orthodontia – lifetime max of \$3,500.

### **Vision Benefits**

- ❖ Vision Service Plan (VSP). Standard and enhanced plans available.

### **Vacation**

- ❖ Three weeks per year after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

### **Holidays**

- ❖ 9 paid statutory holidays per year
- ❖ 5 floating holidays per year

### **Sick Leave**

- ❖ Twelve days per year

### **Life Insurance**

- ❖ Two times the amount of annual base salary. Optional life insurance can also be purchased.

### **Disability Benefits**

- ❖ Long and short-term disability benefits are provided at no cost to employees.

### **Other Benefits**

- ❖ Education Assistance Program
- ❖ Employee Assistance Program
- ❖ Free BART Transportation
- ❖ Survivor Benefits

## HOW TO APPLY

External applicants may only apply online, at [www.bart.gov/jobs](http://www.bart.gov/jobs). Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. Online applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

## SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes. The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview. The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)



Bay Area Rapid Transit  
Human Resources Department  
300 Lakeside Drive, 20th Floor  
Oakland, CA 94612